Chapter 1
Updates and Registration

1.1 Registration

All users of the Basis of Estimates (BOE) are encouraged to register with the Contact Database at http://www.fdot.gov/designsupport/contactdatabase.shtm . Registration is free. Additional information about the contact database is available at the web page above.

1.2 Update notices

An e-mail message is sent to all registered users when a bulletin or **major** update occurs.

Program Management Bulletins will be posted online for major pay item changes. E-mail messages will be sent when it is determined that an issue has a "significant impact" on a large number of projects. E-mail messages will only be sent with approval of the State Estimates Engineer.

Major changes and bulletins must be implemented according to the posted implementation schedule for the specific pay item(s). The implementation dates are scheduled to coordinate specifications, standards, and other design guidance.

Minor changes will be posted online, as needed. Note the revision date for the applicable file or chapter. A summary of minor changes will be posted online, with the major updates. Minor changes should be implemented in design as early as practical.

1.3 Proposed Changes

Users are encouraged to submit comments and suggestions for changes to the BOE. All items will be reviewed by the BOE Coordinator, and processed as follows:
    a) Pay item Issues: Refer to Chapter 6 for additional information.
    b) Formatting Issues: Evaluated by the BOE Coordinator.
    c) Other Content Issues: Evaluated by the BOE Coordinator and/or the responsible office.
    Issues forwarded to the C-Team are processed as detailed in Chapter 6. Other issues requiring review will be discussed with the State Estimates Engineer, and processed as recommended.

1.4 Submitting Proposed Updates

To submit a comment or suggestion, send the appropriate information to the BOE Coordinator or State Estimates Engineer. Contact Information is listed in Chapter 5, and on the State Program Management Office's web pages.

Please include the complete pay item number (if applicable), a detailed explanation of the proposal, and contact information (if you would like a response).

1.5 Critical Dates for BOE Updates

In order to process changes in a timely manner, please submit proposed changes as early as possible. What may appear as a minor change for one office may result in major changes for another office. With assistance from the Coordination team, all issues should be resolved prior to announcement in a Bulletin or or other posting.

The following dates are normal processing deadlines. Issues impacting a significant number of projects and/or dollar value may require longer or shorter processing times, as recommended by FDOT managers.

Effective with the November 2016 posting (July 2017 letting implementation), updates to *Chapters 1-10: BOE Manual*, will be posted along with other design documents. Updates to *Chapters 11-20: BOE Database* will continue to be updated within the Design Quantities and Estimates (DQE) application, as needed throughout the year. BOE Database changes are posted as early as possible; see Chapter 6 for additional information.

Approximate Date(s)	Activity	Groups/Individuals
Year-round	Submit Proposed Changes	FDOT Designers, Consultants, others
September 15-30	Update Chapters with proposed changes	BOE Coordinator
October 1	Drafts Posted*	BOE Coordinator
October 1-20	District Review	District Estimators, District Designers, others
October 20-31	Final Review	BOE Coordinator , State Estimates Engineer
November 1	Posting for July letting implementation	BOE Coordinator

*Issues which require coordination between multiple contract documents (specifications, standards, and/or pay items) or manuals should be submitted as early as possible; additional review and/or implementation time may be needed.

Chapter 1 Revision History
10-24-16: Update header dates for 2016 edition. Updated contact database hyperlink. Updated office titles. Updated critical dates.
7-26-16: Updated 1.5 with proposed schedule for coordinated implementation.
11-25-15: Updated header dates for 2016 edition. Added note to 1.5 regarding coordination with specs and standards implementation dates.
12-30-14: Updated header dates for 2015 edition.
12-2-13: Updated header dates for 2014 edition.
2-20-13: Updated header dates for 2013 edition.

11-23-11: Updated header dates for 2012 edition.
12-1-10: Updated header dates for 2011 edition.
10-30-09: Updated header dates for 2010 edition.
10-19-2009: Removed cover letter reference; all major changes announced with a bulletin.
10-1-2008: Updated header dates for 2009 edition.